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Bulletin No. 14-12

P-2201 M

P-2201 Application Procedures (Continued)

M. Verifying Out-of-State TANF Months

a. New applicant reports TANF months received in other states on 202

1. BPS reviews questions #5 and #8 on the 202 to see if the client answered “yes”.
2. During the interview, ask which states and how many months the applicant(s) received TANF assistance in the other state(s). This information needs to be obtained for each parent in a household if they have each received TANF assistance in another state(s). If the applicant is unsure try to help them establish the states and time frames by asking questions such as:
 - Were you receiving assistance during the holidays?
 - What states have you lived in?
3. Document the answer in CATN. **DO NOT** update SPEC C CLOCK based on this information at this time.
4. Check SPEC C CLOCK to see if these states have already been contacted for this person and verified. If the states are not listed in SPEC C CLOCK, contact the state(s) identified via their preferred method (see National Directory of TANF Contacts sheet).
5. If successful in reaching the state that day, update SPEC C CLOCK (see SOP PS-2280).
6. If unable to obtain the information that day, send the client a “202V” stating this information has been requested with a 10 day deadline.
7. Enter a ToDo that the 202 TANF has been sent (this could be via fax, e-mail, or mail) and the date it is due back.

b. 202 TANF is not returned

Enter the information via SPEC C CLOCK provided by the applicant during the interview (see section a(2) above). Enter that the information was verified via self-declaration.

c. 202 TANF is returned, either by the due date or at a later date

Update SPEC C CLOCK based on the documentation provided from the other state(s) and enter that the information was verified via the form.

d. 202 TANF is returned and applicant received 60 plus months in another state(s)

1. Go into SPEC C CLOCK and enter the months that applicant received.
2. BPS sends an email to the case manager and team leader that this applicant has received over 60 months of TANF benefits. The applicant will be required to comply with the post-60-month requirements (see P 2201 L).

e. Reviews

If participant completes the 202 at review and reveals at this time that they have received TANF in other states, follow the procedures listed above.

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f. Case manager learns applicant or participant received TANF assistance in another state

1. Check SPEC C CLOCK to see if these states are listed there. If the states are listed you don't have to do anything more.
2. If the states are not listed in SPEC C CLOCK, enter CATN to BPS to verify out-of-state months. BPS follows procedures a(2-7) above.

NOTE: Any time any ESD staff learns that an individual has received assistance from another state they should check SPEC C CLOCK to see if verification from the other state has been received. If not, then the BPS should be notified and will follow procedures a(2-7) above.